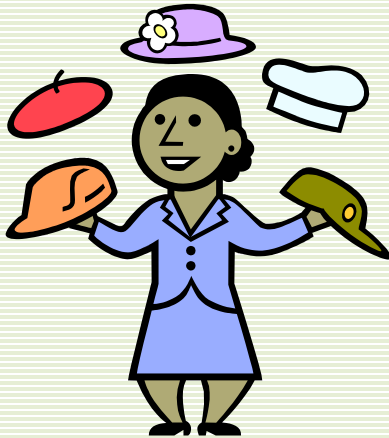*Quick Reference Guide:*

Spring Career and Technical Education

This guide will help districts identify the 12-13 CTE Concentrators and enter the Area of Concentration.

Topics included in this Quick Reference Guide include:

- *Identifying CTE Concentrators*
- *Entering Area of Concentration*
- *Entering Single Parent information*

The Spring Career and Technical Education (CTE) Data collection identifies those students in grade 12 who have completed (or will complete) 3 credits (6 semesters) of CTE coursework in any program combination. This data is collected as part of a district's Carl Perkins grant requirement.

CTE credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.

Data must be entered by April 26, 2013.

Before beginning this process, consider the following:

1. **Which students do I need to enter data for?**
    - Students are identified as CTE Concentrators in the spring of their senior year. Students must be in grade 12 and have completed (or will complete) 3 credits (6 semesters) of CTE coursework in any program combination. *See page 2*
2. **Is Area of Concentration or Career Path required?**
    - Area of Concentration is still required for the 12-13 year. Career Path is optional. *See page 3*
3. **Do I need to enter Tech Prep and Non Traditional Enrollees?**
    - No, these fields are no longer required. *See page 3*
4. **What does Student is a Single Parent mean?**
    - Student is a Single Parent should only be checked if the student has a child or shares parenting of a child. *See page 3*
5. **Can I upload the data or does it have to be hand entered?**
    - Districts may upload their Spring CTE data or enter it by hand. *See page 4*

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Spring CTE Collection

DIRECT ENTRY

Select **Year** 12-13 and a High School.

Click the **Search** tab.
Search for a: Student.
Click *Advanced Search*.

Choose Grade **12** from the Student Search.

Click *Search*.

Select the student from the list on the left.

Click the **Enrollments** tab.

Open the grade 12 enrollment record by clicking on the **Edit Notepad** icon.

All 12th grade students enrolled in the 12-13 school year that meet the requirements for a CTE Concentrator should have data entered, *even if they are no longer actively enrolled (including Early Graduates)*.

Scroll down to the **CTE Concentrator** section.

Open the section by clicking on the plus (+) sign.

If the student meets the criteria for a *CTE Concentrator*, check the box and indicate the *Area of Concentration*. A student's *Area of Concentration* is the program in which the identifiable majority of CTE classes are taken. If there is no way to determine a clear majority, only then should the "blend" option be used.

If the student has a child or shares parenting of a child, check the *Student is Single Parent* box.

Click *Save*. Repeat for all CTE Concentrators.

The *Area of Concentration* reflects the courses the student is or has completed in high school, not necessarily the field or career path they intend to pursue after high school.

The *Area of Concentration* is required for all CTE Concentrators. *Career Path* is still **not** a required field for the 12-13 year.

FILE UPLOAD

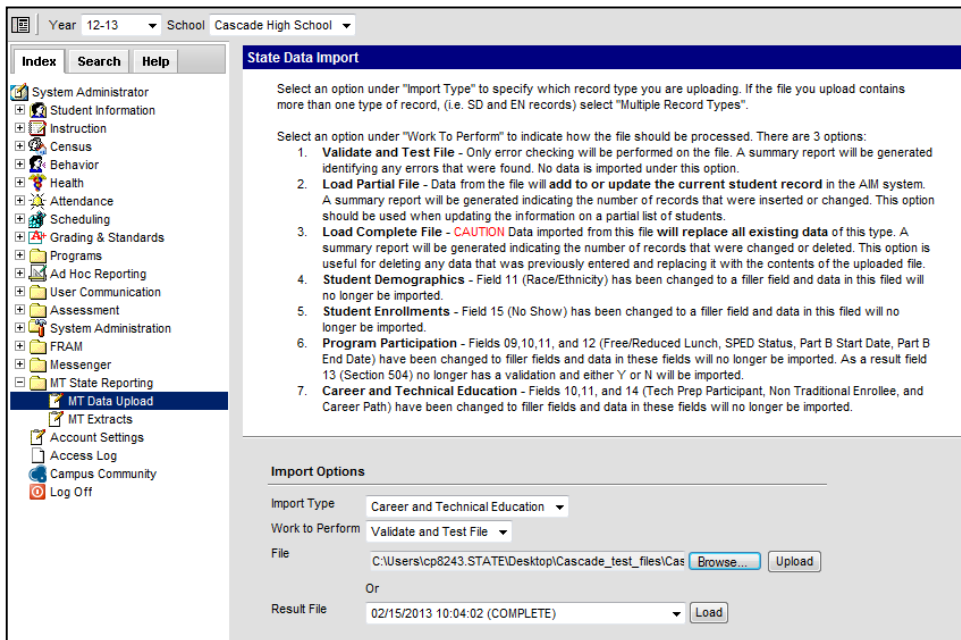Extract the *CTE Spring Collection* file from your Student Information System.

From the **Index**, select **MT State Reporting**/*MT Data Upload*.

From the **Import Type**, select *Career and Technical Education*. From **Work to Perform**, select *Validate and Test File*. Browse for your file and click *Upload*.

Check the *Import Results Summary* for errors. Make all necessary corrections.

Return to the **MT Data Upload** and change the **Work to Perform** to *Load Partial File*.
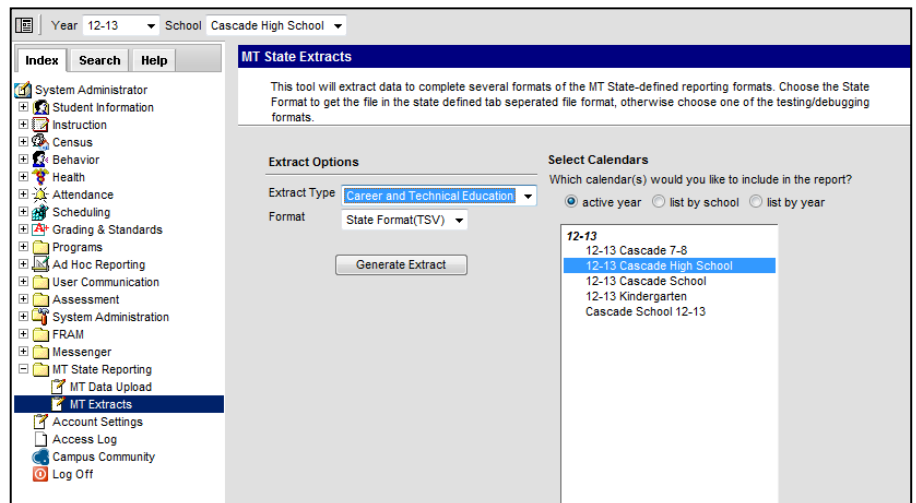
Click *Upload*.

A CTE Spring Collection file can also be created using **MT Extracts**.

From the **Index**, select **MT State Reporting**/*MT Extracts*.

Choose *Career and Technical Education* from the **Extract Type** and *CSV* from **Format**.

Select the High School(s) and click *Generate Extract*.

Spring CTE Collection

Delete the first two rows (rows 1 and 2). Sort the spreadsheet if desired.

Enter a "Y" in the CTE Concentrator field for all CTE Concentrators. If the student is a single parent, enter a "Y" in column L. Enter the student's Area of Concentration (column M).

Delete the first row (containing the column headings). Format columns B and C, District and School code, to four digits (highlight column, right click, Format Cells, Custom – in the general field, enter 000# and click OK). Format column M, Area of Concentration, to two digits (highlight column, right click, Format Cells, Custom – in the general field, enter 0# and click OK). Save the file as a Text (Tab delimited) (*.txt) file.

Open the file using Notepad or WordPad. Place the cursor at the beginning of the first data row and click enter. Return your cursor to the blank line and enter the header row (HD *tab* Date (format mm/dd/yyyy) *tab* Time (format 00:00:00) *tab* MT9.1). Click **Save** and follow the upload instructions above.

The **Career and Technical Education Template** is available on the OPI AIM Webpage. Save the template to a location of your choice, then open the template.

Enter the data and follow the instructions above to format/save the file.

Upload the file using the instructions from page 4.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.																
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17
3	Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentrator	Filler	Filler	Student Single Parent	Area of Concentration	Filler	Date Contacted	Post Graduation Status	Year
4																	
5																	
6																	
7																	
8																	

Spring CTE Collection

RE-SYNC DATA

Set the **Year** to *12-13*.

From the **Index**, expand **System Administration** and **Data Utilities**. Select *Resync State Data*.

Check the box for **Enrollment** other fields will automatically check).

Click *Send Resync*.

Resync Data For The Current School Year (2009-2010)

☑ Check dependencies

	DIS Objects	Last Resync	Results	Status Legend
☐	⊟ District	01/17/2011 18:17:59	Processed: 1 Errors: 0	🟢
☐	⊟ ReportingEntity	01/17/2011 18:18:00	Processed: 916 Errors: 0	🟢
☐	⊟ School	01/17/2011 18:18:00	Processed: 3 Errors: 0	🟢
☐	⊟ Calendar	01/17/2011 18:18:00	Processed: 3 Errors: 0	🟢
☐	CourseSection	08/06/2010 13:10:47	Processed: 0 Errors: 0	🟢
☐	⊟ ScheduleStructure	01/17/2011 18:18:01	Processed: 3 Errors: 0	🟢
☐	Day	08/06/2010 13:10:47	Processed: 278 Errors: 0	🟢
☐	⊟ StructureGradeLevel	01/17/2011 18:18:01	Processed: 3 Errors: 0	🟢
☐	⊟ PersonIdentity	01/17/2011 18:18:01	Processed: 376 Errors: 0	🟢
☐	Behavior	08/06/2010 13:10:47	Processed: 0 Errors: 0	🟢
☐	CensusContactSummary	08/06/2010 13:10:47	Processed: 37 Errors: 0	🟢
☐	ContactLog	08/06/2010 13:10:47	Processed: 1 Errors: 0	🟢
☐	Employment	08/06/2010 13:10:47	Processed: 13 Errors: 0	🟢
☐	EmploymentAssignment	08/06/2010 13:10:47	Processed: 0 Errors: 33	🔴
☐	EmploymentBackground	08/06/2010 13:10:47	Processed: 0 Errors: 0	🟢
☐	EmploymentCredential	08/06/2010 13:10:47	Processed: 0 Errors: 0	🟢
☐	⊟ Enrollment	08/06/2010 13:10:47	Processed: 366 Errors: 0	🟢

Appendix M:

Area Of Concentration

CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations. *Only used if a majority cannot be determined*
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

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